

GDOT Plan File Format and File Naming Standards

The standards shown below apply to all workflows contained on the GDOT ProjectWise web page. All plans must comply with the following standards.

GDOT STANDARD FILE FORMAT

The standard electronic file format for the Department is as follows:

- PDF (.PDF)
- 200 dpi resolution (min.)
- Rotated correctly (rotated such that the bottom of the sheet image is parallel to the bottom of the screen when viewed)
- Single page PDF files (a single page PDF for each sheet - No multi-page PDF files)

STANDARD FILENAME STRUCTURE

All electronic plan filenames shall comply with one of the two following naming conventions based on the stage of the plans.

- 1) **Non-Drawing Number Format:** File-names shall begin with the PI Number, followed an underscore and numbered consecutively in increments of 0001. For example, if the PI Number is 123456, the cover sheet will be named 123456_0001.pdf, with the next sheets being named 123456_0002.pdf, 123456_0003.pdf, etc.
- 2) **Drawing Number Format:** File-names shall begin with the PI Number, followed an underscore and then the drawing number, following the format of PI#_Section#-xxxxiii. For example, if the PI Number is 123456, the plan sheets will be named 1234567_13-0001, 1234567_13-0002, etc.

For submission of Use on Construction Revisions, the revisions shall be submitted in the same format of the plans. If the project was converted or submitted for Letting in non-Drawing Number format, then the revisions shall be submitted in non-Drawing Number format. If the project was converted or submitted for Letting in Drawing Number format, the revisions shall be submitted in Drawing Number format. Projects will not contain a mixed format of Drawing Numbers and non-Drawing Numbers. The format must be consistent throughout the plans.